



**Posting Title: Grants and Communication Writer**

**Posting Date: March 9, 2017**

**Closing Date: April 9, 2017**

**ABOUT THE YELLOWSTONE TO YUKON CONSERVATION INITIATIVE:** The Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-US not-for-profit organization with a mission *to connect and protect habitat from Yellowstone to Yukon so people and nature thrive*. Y2Y takes a scientific approach to conservation and is upheld as a global leader in large landscape conservation. Y2Y was conceived in 1993, and has staff in Canmore, Alberta, Chetwynd, BC, Nelson, BC and Driggs, Idaho. Our staff are creative, knowledgeable and passionate about their work. Visit [www.y2y.net](http://www.y2y.net) to learn more.

**POSITION OVERVIEW:** The Grants and Communications Writer will be a key member of Y2Y's Development and Communications Team, reporting to the Senior Development Manager and working closely with a highly collaborative team in a results-driven environment. S/he will primarily support our grant funding and communications efforts, helping to attract, secure and co-ordinate the funding and engagement that advances Y2Y's conservation work.

**PRIMARY DUTIES AND RESPONSIBILITIES:** The Grants and Communications writer will create fluent and compelling written materials for grant funding and communications opportunities, to help secure and retain support for and raise awareness of Y2Y's conservation programs. They will engage our various audiences, including funders, individual donors and conservation stakeholders, through various mediums and media platforms. The position will also include grant-tracking and administrative work that underpins the Development and Communications Team.

**Activities include:**

**1. Grants (~70%)**

- a. **Proposal and report writing:** Working with the Senior Development Manager and Program staff to write and/or edit and format letters of enquiry, proposals and progress reports, including budgets, for funders and key donors as necessary; update database and files with dispatched communications and agreed deliverables; and help to create, manage and track the submission schedule.
- b. **Maintain communications with funders, donors and supporters:** Ensure relationships with existing and potential Y2Y audiences are nurtured, primarily (but not solely) through written communications. Responsibilities include maintaining correspondence such as thank you letters and grant agreements; responding promptly to requests; and other stewardship needs as identified.
- c. **Grant/donor prospecting:** Research possible new sources of funds from foundations, governments, corporations and major donors, including through databases, online resources and conversations with staff/board.

- d. **Administration:** Create and track timelines for proposals, reports and other communications including coordinating research, preparation and submission; maintain accurate records and files as necessary

**2. Communications (~30%):**

Working with the Communications Coordinator and Development team to identify, research and write compelling print and electronic copy for internal and external use such as newsletters, appeals, annual reports and other targeted communications, as required. This may include extracting information from proposals and reports, writing up interviews with program staff and/or partners, drafting occasional op-eds, guest columns, blog posts and other media, while responding to emerging communications opportunities and challenges.

**SKILLS AND QUALIFICATIONS:**

- Excellent proven written and oral communication skills, including ability to write in a variety of styles, tones and format to appeal to and engage diverse audiences
- Successful track record of grant funding and proven familiarity with grant proposal and report-writing styles and requirements
- Ability to coordinate multiple projects, to meet deadlines consistently, and to reprioritize a busy workload to respond to urgent requests as needed
- High level of computer literacy (Word, Excel, Powerpoint, Outlook) and database experience
- Self-starter who works well independently and with a dispersed staff team
- Ability to identify and relay compelling stories that effectively illustrate Y2Y and partners' conservation approach and programmatic work
- Keen eye for detail

**CONSIDERED AN ASSET:**

- B.A. in related field (e.g. Communications, Public Relations, Journalism, Creative Writing, Marketing) and/or CFRE, and three years professional experience (or equivalent combination)
- An interest in conservation biology, large landscape conservation or related environmental issues and experience in effectively conveying science writing to a lay audience
- Experience with social media platforms

**TERMS OF EMPLOYMENT:** This position will be based at (or with regular travel to) Y2Y's Canmore, Alberta office in the heart of the Canadian Rockies, in a typical office setting. Salary is commensurate with experience and includes Y2Y's excellent set of benefits. The Yellowstone to Yukon Conservation Initiative is an equal opportunity employer.

**TO APPLY:** Applications should be received no later than **April 09, 2017**. Interviews for successful candidates will be held in Canmore, AB. Send by email to [carey@y2y.net](mailto:carey@y2y.net) a cover letter, resume and the names and contact information for three professional references (to be contacted post-interview).

Subject line: "Your Name" - Grants and Communications Writer Application  
Attention of: Carey Donkervoort, Business Director

***Y2Y thanks all applicants for their interest, but only successful candidates will be contacted.***